



Agency Records Disposition Schedule

Department: Department of Revenue

Division: Taxation and Collection

Section: Business Tax

Sub-Section: Support Services

TITLE: Corporation Income Tax Return File

CUTOFF: EOSFY

DESCRIPTION: Records documenting corporate income and franchise tax returns per 143.431 RSMo.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES: Records imaged. Paper kept 1 year then destroyed. Image kept 20 years.

DISPOSITION ACTION: Destroy

SERIES: 6975

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Employer Withholding Tax Reports

CUTOFF: EOSFY

DESCRIPTION: Documents detailing the reconciliations of taxes withheld by an employer. Also contains late pay envelopes indicating proof of late payment from the post marked date.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Records imaged. Paper kept 1 year then destroyed. Image kept 10 years.

DISPOSITION ACTION: Destroy

SERIES: 6973

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Individual Income Tax Returns

CUTOFF: EOSFY

DESCRIPTION: Records documenting individual income returns which includes, but are not limited to the 1040 forms, property tax credit (PTC) claims and homestead preservation credit (HPC) applications per 143.971 RSMo.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6971

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012
